

# MAINE STATE GOVERNMENT

... An Equal Opportunity/Affirmative  
Action Employer M/F/H

Department of Administration  
Bureau of Human Resources  
State Office Building, Room 214  
State House Station 004  
Augusta, Maine 04333

Telephone—207-289-3761 (VOICE)  
(207) 289-4537 (TDD)

Bulletin # 6537

Date Issued: January 30, 1989

Date Closing: February 13, 1989

## PUBLIC EXAMINATION ANNOUNCEMENT

PUBLIC HEALTH EDUCATOR II (437201)  
(General)

Rural and  
Urban Settings

Job Security

Promotional  
Opportunity

Liberal  
Vacation

Paid Sick  
Leave

Retirement

Hospital  
Coverage

Life  
Insurance

Educational  
Leave

A Nice  
Place To  
Work

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Pay Range: 20  
Bargaining Unit: B - PROTC  
(01) IBMPS2  
JTCotnoir

\$363.20-394.40-410.40-428.80-449.60-468.40-491.20/40-hr wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill two  
(2) immediate vacancies: one (1) full-time and one (1) part-time vacancy  
in the Department of Human Services in Augusta, Maine. STATEWIDE TRAVEL  
IS REQUIRED.

SCOPE OF WORK: This is public health education work in providing  
technical and consultative support and training to communities who wish  
to improve or establish health promotion programs.

### TYPICAL DUTIES:

- ... Provides consultation services to improve community intervention  
efforts in health promotion programs.
- ... Conducts planning, development and evaluation of health promotion  
programs.
- ... Conducts staff development and training within communities/local  
agencies.
- ... Organizes and provides support to community groups in the planning  
and design of health promotion programs.
- ... Provides consultation to local health promotion personnel.

### REQUIRED KNOWLEDGES AND ABILITIES:

- ... Knowledge of the behavioral sciences of sociology, psychology,  
health science and health education theory.
- ... Knowledge of and skills in health education practices.
- ... Knowledge of the techniques of program planning, evaluation and  
implementation.
- ... Knowledge of community health promotion programs.
- ... Ability to provide consultation and technical assistance to  
individuals, groups and organizations involved in program  
activities.
- ... Ability to gather, assemble and analyze data on program activities
- ... Ability to communicate effectively both orally and in writing.
- ... Ability to organize and conduct workshops in public health  
education.

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## GENERAL INFORMATION TO CANDIDATES

1. **HOW TO APPLY:** Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. **EXPERIENCE SUBSTITUTED:** In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants in aid or otherwise contributing to State programs.
3. **ORAL EXAMINATION:** The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to examine only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. **RESUMES:** Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. **CLOSING DATES:** We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. **SALARY:** Appointments normally will be made at the beginning step in the salary range.
7. **APPEALS:** Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. **APPOINTMENTS:** Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.

**NORMAL ORDER REFERRAL:** Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.

9. **PROBATIONARY PERIOD:** All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

**MINIMUM QUALIFICATIONS:** A Baccalaureate Degree in Public Health Education, Community Health Education, the Behavioral Sciences, Nursing, Education or related area. Professional work experience in one of the above areas may be substituted for up to two (2) years of education on a year-for-year basis.

**EXAMINATION:** Will consist of a numerical evaluation of Training and Experience (100%).

**APPOINTMENT LIST:** (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

**NOTE:** All completed application materials must be received by the Bureau of Human Resources, Station 4, Augusta, Maine 04333, no later than 5:00 p.m., February 13, 1989.

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